

MANDATORY INSURANCE REQUIREMENTS

THE CITY REQUIRES THAT, IN ORDER TO HOLD A SPECIFIC EVENT OR ACTIVITY ON CITY PROPERTY, THE ORGANIZATION SPONSORING THE EVENT MUST SUBMIT A **CERTIFICATE OF INSURANCE** FOR COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE WITH A COMBINED SINGLE LIMIT COVERAGE OF NO LESS THAN \$1,000,000. THE **“CITY OF BETHLEHEM ITS OFFICERS AND EMPLOYEES”** **MUST BE NAMED AS AN ADDITIONAL INSURED** COVERING THE DATES OF THE PERMIT OR LEASE PERIOD. THE CERTIFICATE MUST REQUIRE THIRTY (30) DAYS WRITTEN NOTICE TO THE CITY BEFORE THE POLICY CAN BE ALTERED OR CANCELLED.

“CITY OF BETHLEHEM AND ITS OFFICERS AND EMPLOYEES AS ADDITIONAL INSURED” MUST APPEAR ON THE CERTIFICATE.)

THE CERTIFICATE OF INSURANCE MUST BE RECEIVED BY THE PARKS & PUBLIC PROPERTY DEPARTMENT PRIOR TO THE ISSUANCE OF THE PERMIT/LEASE. IF THE CERTIFICATE OF INSURANCE IS NOT SUBMITTED STRICTLY IN ACCORDANCE WITH THE ABOVE REQUIREMENTS, YOUR USE OF CITY PROPERTY WILL NOT BE PERMITTED. NO EXCEPTIONS.

PLEASE CONTACT THE PARKS OFFICE IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INSURANCE REQUIREMENTS.

THANK YOU.

JUDITH STILES
CITY OF BETHLEHEM
PARKS DEPARTMENT